



Job Announcement

JOB TITLE: Police Chief (23-00035)
DEPARTMENT: Police
UNION: Non-Represented Police
SALARY: \$11,506 - \$15,141 per month, Exempt
CLOSE: Monday, January 1, 2023 at 11:59 p.m.

JOB SUMMARY:

Under administrative direction of the Mayor, the Police Chief provides leadership and management of the Police Department and works closely with the community to understand needs and address them with contemporary policing practices. The position works closely with the Mayor and City Council to align the vision and mission of police services to that of the City of Mount Vernon.

[CLICK HERE TO REVIEW THE RECRUITMENT BROCHURE](#)

Essential Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Provides general management of the Police Department; plans, organizes, and directs resources; develops and updates the Department's multi-year plan and strategic goals and develops rules and regulations.
- Provides efficient, adequate, and continuous police services; provides fair enforcement of laws and ordinances and protects life and property.
- Develops and demonstrates standards for professional ethics and conduct; holds personnel and the Department accountable to outlined standards; ensures alignment to overall vision and mission of the City.
- Supervises, directly, and leads mid-managers (Lieutenants, Records Manager, etc.) and indirectly supervises all other personnel; oversees, investigates, and administers appropriate discipline in cases of misconduct.
- Provides feedback and recommendations to the appointing authority on recruitment, hiring, and promotion of candidates and employees; reviews supervisory evaluation of employee performance.
- Develops and oversees the Department budgets and plans; allocates resources based on the needs; identifies and pursues alternate funding sources for Department operations.
- Serves as a liaison between community members and the Police Department; works to understand the needs of the community and how to best deliver police services.
- Ensures appropriate control measures for equipment, evidence, valuable assets, personnel conduct, force use, emergency driving, etc.
- Provides adequate police records systems for internal use; provides public accessibility of records as allowable by law; provides secure storage for evidence and found property.

- Manages the Department response in times of disaster or other major calamity; oversees emergency management and serves as a member of the City's Emergency Management Response Team, planning to address large scale critical incidents.
- Attends City Council and City planning meetings; attends staff meetings at the Department and City levels; assists the Mayor in special planning and projects, as needed.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

Bachelor's degree in Criminal Justice, Psychology, Sociology, Business Management, or related field AND ten (10) years of full-time employment as a Police Officer in a fully paid Police Department with a minimum of five (5) years as a Lieutenant or position of equivalent or higher authority; OR an equivalent combination of education, training, and experience.

Knowledge of:

- Innovative and contemporary policing practices and application of theory to real life circumstances.
- Human resources and collective bargaining.
- Managing personnel issues, particularly complex and sensitive ones.
- Local, State, and Federal laws, codes, regulations, and ordinances.
- Causes and conditions underlying criminality and strategies aimed at reducing crime.
- Budget development and administration.
- Records maintenance and retention policies and procedures.
- Supervisory principles and practices.

Skill in:

- Providing effective managerial, leadership, and direction.
- Interacting tactfully and professionally with City staff, outside agencies, and the public.
- Preparing comprehensive reports and correspondence.
- Analyzing complex issues that influence crime, public safety, and quality of life and implementing appropriate responses in effort to affect meaningful change.
- Applying system problem solving models to issues affecting the Department and delivery of service.
- Establishing and maintaining cooperative working relationships.
- Developing effective relationships with citizens to offer two-way exchanges of ideas that promote partnership in solving community problems.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

Must possess a valid State driver's license.

Washington State Criminal Justice Training Commission, Executive Level Certification is required.

FBI National Academy or equivalent course work through another nationally recognized program is required.

BENEFITS:

- 12 Paid Holidays (includes floating holiday)
- Vacation and Sick Leave
- HRA/VEBA Option
- \$200,000 Life Insurance

- Employee Assistance Program
- Washington State Law Enforcement Officers & Firefighters Retirement System (LEOFFII)
- Voluntary 457 Deferred Comp Program
- Voluntary Health & Dependent Flexible Spending Accounts

SUPPLEMENTAL QUESTIONS:

Responses to supplemental questions should be no more than one page per question. Please use 1" margins and not smaller than 12-point font.

1. What have you taken away from the last several years of police reform calls?
2. What role does the community have in your organization now or one you've served in previously?
3. How do you decide what should be an organizational priority?
4. What could we be doing if money and staffing were not barriers?

APPLICATION PROCESS:

Interested applicants must submit a cover letter, resume and respond to the above Supplemental Questions with their application. Please visit <https://www.governmentjobs.com/careers/mtvernonwa> to apply online. Applications must be received no later than **11:59 pm on Monday, January 1, 2024**. Candidate interviews will be scheduled for the week of January 22nd. For additional information, or a complete job description, please contact Human Resources at mvhr@mountvernonwa.gov.

**The City of Mount Vernon provides and enforces a drug free workplace
and maintains a smoke free work environment.
The City of Mount Vernon is an Equal Opportunity Employer**